

## APPENDIX H

### SUMMARY OF DISPARITY RESULTS BY 2-DIGIT SIC CODE BASED ON NUMBER OF VENDORS AND DOLLARS FOR THE STATE OF TEXAS PRE-PROGRAM PERIOD

SIC Code	Race/Sex Group	Percent of Vendors			Percent of Dollars		
		Utilization	Availability	Disparity Ratio	Utilization	Availability	Disparity Ratio
		----- (Percent)-----	----- (Percent)-----		----- (Percent)-----	----- (Percent)-----	
		(1)	(2)	(3)	(4)	(5)	(6)
87	<u>A&amp;E, accounting, surveying, misc. serv</u>						
	African American/Black	1.0	0.7	144.9	0.9	1.0	88.2
	Hispanic	2.0	6.7	29.6 *	3.2	3.9	81.8
	Asian/Other Minorities	4.3	1.0	445.8	3.3	1.5	229.0
	Subtotal MBEs	7.3	8.4	86.8	7.4	6.4	116.1
	Caucasian Women	5.5	13.6	40.4 *	2.6	12.7	20.6
	Total M/WBEs	12.8	22.0	58.2 *	10.0	19.1	52.5

Note: Asian and Other Minorities include: Asian Indian, Chinese, Japanese, Korean, Vietnamese, Filipino, Hawaiian, other Asian or Pacific Islander, Aleut, Eskimo and American Indian.

Source: State of Texas central payment data. Census of Minority and Women-Owned Businesses data.

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## SUMMARY OF DISPARITY RESULTS BY 2-DIGIT SIC CODE BASED ON NUMBER OF VENDORS AND DOLLARS FOR THE STATE OF TEXAS PROGRAM PERIOD

SIC Code	Race/Sex Group	Percent of Vendors			Percent of Dollars		
		Utilization	Availability	Disparity Ratio	Utilization	Availability	Disparity Ratio
		----- (Percent) (1)	----- (Percent) (2)	(3)	----- (Percent) (4)	----- (Percent) (5)	(6)
16	<u>Heavy construction</u>						
	African American/Black	0.6 %	1.3 %	45.7 *	0.0 %	1.2 %	2.5
	Hispanic	2.4	5.7	41.7 *	1.9	5.4	34.5
	Asian/Other Minorities	0.0	0.2	0.0	0.0	0.1	0.0
	Subtotal MBEs	3.0	7.2	41.3 *	1.9	6.7	27.9
	Caucasian Women	7.3	5.7	126.9	6.2	5.3	118.5
	Total M/WBEs	10.2	12.9	79.3 *	8.1	11.9	67.8
17	<u>Specialty trade construction</u>						
	African American/Black	0.4 %	3.6 %	11.5 *	0.2 %	4.3 %	4.7
	Hispanic	2.5	34.9	7.1 *	1.9	42.7	4.5
	Asian/Other Minorities	0.3	1.2	23.0 *	2.3	1.5	154.3
	Subtotal MBEs	3.2	39.7	8.0 *	4.5	48.5	9.2
	Caucasian Women	6.6	9.3	71.0 *	7.4	8.7	85.4
	Total M/WBEs	9.8	49.1	20.0 *	11.9	57.2	20.8
20	<u>Food and kindred products</u>						
	African American/Black	0.0 %	0.0 %	0.0	0.0 %	0.0 %	0.0
	Hispanic	7.1	6.8	104.1	1.9	6.9	26.8
	Asian/Other Minorities	0.0	0.6	0.0	0.0	1.0	0.0
	Subtotal MBEs	7.1	7.4	95.6	1.9	7.9	23.4
	Caucasian Women	2.1	10.0	20.7 *	0.6	9.1	7.1
	Total M/WBEs	9.2	17.5	52.6 *	2.5	17.0	14.7

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## SUMMARY OF DISPARITY RESULTS BY 2-DIGIT SIC CODE BASED ON NUMBER OF VENDORS AND DOLLARS FOR THE STATE OF TEXAS PROGRAM PERIOD

SIC Code	Race/Sex Group	Percent of Vendors			Percent of Dollars		
		Utilization	Availability	Disparity Ratio	Utilization	Availability	Disparity Ratio
		----- (Percent)-----	----- (Percent)-----		----- (Percent)-----	----- (Percent)-----	
		(1)	(2)	(3)	(4)	(5)	(6)
34	Fabricated metal products: <u>except machinery and computers</u>						
	African American/Black	0.2 %	0.8 %	27.3	0.0 %	1.0 %	1.9
	Hispanic	4.3	6.3	67.6	0.7	4.9	13.7
	Asian/Other Minorities	1.8	0.7	266.2	0.1	1.0	10.2
	Subtotal MBEs	6.3	7.7	81.1	0.8	6.9	11.6
	Caucasian Women	4.9	7.2	68.1	5.9	8.7	67.0
	Total M/WBEs	11.2	15.0	74.8 *	6.7	15.6	42.6
35	Industrial and commercial <u>machinery and computers</u>						
	African American/Black	0.2 %	0.1 %	107.1	0.0 %	0.1 %	0.0
	Hispanic	3.0	5.2	58.3 *	0.7	4.9	15.1
	Asian/Other Minorities	0.9	0.6	150.0	0.0	1.4	0.0
	Subtotal MBEs	4.1	6.0	69.0 *	0.7	6.3	11.8
	Caucasian Women	3.9	4.1	93.7	1.5	4.2	35.4
	Total M/WBEs	8.0	10.1	79.1	2.2	10.5	21.3
36	<u>Electronic and electrical equipment</u>						
	African American/Black	0.5 %	0.3 %	166.7	0.1 %	0.3 %	31.3
	Hispanic	0.0	1.2	0.0	0.0	1.2	0.0
	Asian/Other Minorities	0.0	0.6	0.0	0.0	1.0	0.0
	Subtotal MBEs	0.5	2.1	21.6	0.1	2.5	4.0
	Caucasian Women	3.9	4.6	86.4	4.3	2.7	157.5
	Total M/WBEs	4.4	6.6	66.1	4.4	5.2	83.9

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SIC Code	Race/Sex Group	Percent of Vendors			Percent of Dollars		
		Utilization	Availability	Disparity Ratio	Utilization	Availability	Disparity Ratio
		------(Percent)-----	------(Percent)-----		------(Percent)-----	------(Percent)-----	
		(1)	(2)	(3)	(4)	(5)	(6)
49	<u>Electric, gas, and sanitary services</u>						
	African American/Black	1.6 %	0.5 %	333.3	0.3 %	0.6 %	55.7
	Hispanic	1.6	2.6	62.5	5.0	1.5	341.5
	Asian/Other Minorities	0.3	0.0	0.0	0.0	0.0	0.0
	Subtotal MBEs	3.5	3.0	114.5	5.4	2.1	258.2
	Caucasian Women	13.3	2.1	635.4	1.7	2.8	59.8
	Total M/WBEs	16.8	5.1	326.7	7.0	4.8	144.8
50	<u>Wholesale trade-durable goods</u>						
	African American/Black	0.6 %	0.4 %	165.7	0.2 %	0.4 %	52.5
	Hispanic	3.7	2.1	174.1	1.6	1.5	106.1
	Asian/Other Minorities	1.7	0.5	342.9	2.6	0.8	327.8
	Subtotal MBEs	6.0	3.0	201.0	4.4	2.7	164.3
	Caucasian Women	4.2	5.4	76.9 *	4.8	5.2	94.0
	Total M/WBEs	10.1	8.4	120.8	9.2	7.8	117.9
51	<u>Wholesale trade-nondurable goods</u>						
	African American/Black	0.4 %	0.4 %	102.9	0.2 %	0.4 %	45.9
	Hispanic	3.4	2.6	133.3	2.5	2.1	122.8
	Asian/Other Minorities	1.4	0.6	219.4	0.5	1.0	48.5
	Subtotal MBEs	5.2	3.6	145.6	3.2	3.4	93.0
	Caucasian Women	4.4	7.0	62.7 *	2.7	7.6	35.5
	Total M/WBEs	9.6	10.6	90.4 *	5.9	11.0	53.3

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SIC Code	Race/Sex Group	Percent of Vendors			Percent of Dollars		
		Utilization	Availability	Disparity Ratio	Utilization	Availability	Disparity Ratio
		------(Percent)-----			------(Percent)-----		
		(1)	(2)	(3)	(4)	(5)	(6)
55	<u>Automotive dealers and gasoline service stations</u>						
	African American/Black	0.3 %	1.3 %	24.0 *	0.8 %	1.6 %	48.1
	Hispanic	2.8	6.3	44.3 *	0.7	3.6	19.3
	Asian/Other Minorities	0.9	1.0	91.9	0.2	1.6	11.5
	Subtotal MBEs	4.0	8.5	47.0 *	1.6	6.8	24.1
	Caucasian Women	1.5	6.0	25.0 *	0.9	5.3	17.5
	Total M/WBEs	5.5	14.5	37.9 *	2.6	12.1	21.2
56	<u>Apparel/accessory stores</u>						
	African American/Black	0.8 %	0.7 %	120.0	2.0 %	0.8 %	251.9
	Hispanic	2.6	2.9	90.6	4.0	2.2	176.3
	Asian/Other Minorities	0.0	1.2	0.0	0.0	1.9	0.0
	Subtotal MBEs	3.4	4.8	71.9	6.0	4.9	121.3
	Caucasian Women	6.0	20.0	30.1 *	9.3	15.4	60.4
	Total M/WBEs	9.4	24.8	38.1 *	15.3	20.4	75.1
57	<u>Home furniture, furnishings, and equipment stores</u>						
	African American/Black	0.6 %	0.6 %	105.4	0.3 %	0.6 %	41.3
	Hispanic	3.8	4.4	86.6	1.1	2.9	37.4
	Asian/Other Minorities	3.9	0.9	437.1	6.1	1.4	425.7
	Subtotal MBEs	8.3	5.9	141.6	7.5	5.0	150.8
	Caucasian Women	5.1	16.3	31.4 *	27.6	13.9	198.7
	Total M/WBEs	13.4	22.1	60.7 *	35.0	18.8	186.0

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		Utilization	Availability	Disparity Ratio	Utilization	Availability	Disparity Ratio
		----- (Percent)----- (1)	----- (Percent)----- (2)	(3)	----- (Percent)----- (4)	----- (Percent)----- (5)	(6)
65	<u>Real estate</u>						
	African American/Black	2.2 %	0.5 %	407.4	0.4 %	0.5 %	71.7
	Hispanic	4.4	0.6	735.0	36.2	0.4	9060.0
	Asian/Other Minorities	0.0	1.0	0.0	0.0	1.2	0.0
	Subtotal MBEs	6.6	2.1	316.3	36.6	2.1	1726.9
	Caucasian Women	15.1	3.2	474.3	3.8	1.6	240.8
	Total M/WBEs	21.7	5.3	411.7	40.4	3.7	1094.6
70	<u>Hotels, rooming houses, camps, and other lodging</u>						
	African American/Black	1.0 %	1.7 %	58.7	1.4 %	2.4 %	57.9
	Hispanic	0.3	3.2	10.7 *	1.0	1.6	65.0
	Asian/Other Minorities	1.3	23.4	5.7 *	1.2	23.6	5.1
	Subtotal MBEs	2.7	28.3	9.5 *	3.6	27.5	13.1
	Caucasian Women	13.0	16.1	80.6	2.1	15.1	14.1
	Total M/WBEs	15.7	44.4	35.3 *	5.8	42.7	13.5
72	<u>Personal services</u>						
	African American/Black	1.1 %	5.3 %	20.6 *	1.2 %	5.1 %	23.5
	Hispanic	3.1	21.9	14.1 *	3.7	18.1	20.6
	Asian/Other Minorities	0.7	5.6	12.3 *	0.6	6.1	10.5
	Subtotal MBEs	4.9	32.8	14.9 *	5.6	29.3	19.0
	Caucasian Women	15.0	56.1	26.6 *	8.0	50.8	15.8
	Total M/WBEs	19.8	88.9	22.3 *	13.6	80.1	17.0

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SIC Code	Race/Sex Group	Percent of Vendors			Percent of Dollars		
		Utilization	Availability	Disparity Ratio	Utilization	Availability	Disparity Ratio
		----- (Percent)----- (1)	----- (Percent)----- (2)	(3)	----- (Percent)----- (4)	----- (Percent)----- (5)	(6)
80	<u>Health services</u>						
	African American/Black	0.3 %	1.3 %	25.0 *	0.1 %	1.7 %	4.1
	Hispanic	0.8	5.7	14.0 *	0.3	3.5	7.4
	Asian/Other Minorities	3.2	3.9	82.4 *	0.2	3.0	5.3
	Subtotal MBEs	4.3	10.8	39.8 *	0.5	8.2	6.0
	Caucasian Women	3.5	9.0	39.2 *	0.1	9.8	1.2
	Total M/WBEs	7.8	19.8	39.5 *	0.6	18.1	3.4
81	<u>Legal services</u>						
	African American/Black	1.5 %	1.3 %	113.6	1.0 %	1.7 %	58.7
	Hispanic	1.8	7.5	23.2 *	1.2	5.1	22.4
	Asian/Other Minorities	0.0	0.3	0.0	0.0	0.4	0.0
	Subtotal MBEs	3.2	9.1	35.4 *	2.1	7.2	29.8
	Caucasian Women	13.1	10.5	125.1	1.7	13.0	13.3
	Total M/WBEs	16.4	19.6	83.4	3.9	20.2	19.2
83	<u>Social services</u>						
	African American/Black	0.0 %	4.7 %	0.0	0.0 %	5.6 %	0.0
	Hispanic	0.0	5.9	0.0	0.0	4.5	0.0
	Asian/Other Minorities	0.0	0.8	0.0	0.0	1.1	0.0
	Subtotal MBEs	0.0	11.3	0.0	0.0	11.1	0.0
	Caucasian Women	13.2	33.9	38.8 *	1.6	32.3	4.9
	Total M/WBEs	13.2	45.2	29.1 *	1.6	43.4	3.6

## **APPENDIX I**



**STATE OF TEXAS  
CONSTRUCTION PROCUREMENT SURVEY**

The purpose of this survey is to gather information on the procurement practices of the State of Texas. Please attach additional pages when necessary and include any agency guidelines or manuals when appropriate. If you are unable to provide the additional materials that are requested in this survey at the present time, please indicate so and have them available at the time of interview.

**Please identify yourself:**

Name:

Title:

Agency:

Phone Number:

The following questions pertain solely to the procedures followed for awarding construction contracts during FY89-FY93. Although we realize that some of this information can be obtained from your procurement manuals or other written guidelines, we would greatly appreciate it if you would provide detailed written answers. The manuals would be used to clarify any written responses. If the answer extends beyond the space provided, please use the reverse side, or refer us to the precise document and page number(s) on which the requested information may be found.

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1. Please identify the source of funding for your procurements.

\_\_\_\_\_ Federal  
\_\_\_\_\_ Local or state  
\_\_\_\_\_ Both (federal and local)

2. a. Which local and/or state statute(s) are your procurements primarily governed by?  
Please indicate the relevant articles and sections.

- b. If your agency receives federal funds, are those procurements subject to federal guidelines?

\_\_\_\_\_ No  
\_\_\_\_\_ Yes (If yes, please specify the federal statutes.)

3. Does your agency follow different procurement practices for federally and locally funded procurements?

\_\_\_\_\_ No  
\_\_\_\_\_ Yes *If yes, please copy this survey and provide responses for both.*  
Please indicate which category this survey form applies to:

\_\_\_\_\_ Local only  
\_\_\_\_\_ Federal only

12. a. Does your agency have a requirement to award all construction contracts to the lowest responsive and responsible bidder?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

- b. List the key factors that determined whether a firm was responsive and responsible (in order of importance).

- c. What are the most common reasons for not awarding a contract to the lowest bidder (i.e., Why was the firm deemed non-responsive and/or non-responsible)?

13. In your opinion, describe the most important factors that determine a firm's capability and capacity to perform work. Please denote (1) for very important, (2) for somewhat important, and (3) for not important.

\_\_\_\_\_ Local presence  
\_\_\_\_\_ Work experience  
\_\_\_\_\_ Bonding capacity  
\_\_\_\_\_ Capital  
\_\_\_\_\_ Number of permanent employees  
\_\_\_\_\_ Quality controls  
\_\_\_\_\_ Other factors (Please specify any other key factors):

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14. Please identify the formal and informal methods used most often to advertise and identify firms for contracting, subcontracting or joint venture opportunities.

\_\_\_\_\_ Send bid requests to firms that had previously bid or requested bid opportunities.

\_\_\_\_\_ Send bid requests to firms that had requested that they be placed on a master vendor or bidders list

\_\_\_\_\_ Advertise in general circulation newspapers. Please list the newspapers.

\_\_\_\_\_ Advertise in newspapers targeted to minorities and/or women. Please list the usual newspapers.

\_\_\_\_\_ Advertise in trade papers/journals.

23. Does your agency ever provide bonding, insurance or other financial assistance to firms who are unable to meet these requirements? If yes, please explain.
24. Do prime contractors need approval to hire or change subcontractors after award? If so, how is that approval obtained?
25. Describe the process for changing the scope or dollar amount of a contract.
26. a. Describe any efforts your agency has made to involve HUBs (Historically Underutilized Businesses).
- b. Are bid requests automatically sent to HUBs?
- \_\_\_\_\_ Yes  
\_\_\_\_\_ No
- c. What formal or informal efforts are made to persuade primes to use HUB subcontractors?
27. Please feel free to provide us any comments or information that you believe would help us understand how your agency handles procurements.

**STATE OF TEXAS**  
**PROFESSIONAL SERVICES PROCUREMENT SURVEY**

The purpose of this survey is to gather information on the procurement practices of the State of Texas. Please attach additional pages when necessary and include any agency guidelines or manuals when appropriate. If you are unable to provide the additional materials that are requested in this survey at the present time, please indicate so and have them available at the time of interview.

Please identify yourself:

Name:

Title:

Agency:

Phone Number:

The following questions pertain solely to the procedures followed for awarding professional service contracts during FY89-FY93. Although we realize that some of this information can be obtained from your procurement manuals or other written guidelines, we would greatly appreciate it if you would provide detailed written answers. The manuals would be used to clarify any written responses. If the answer extends beyond the space provided, please use the reverse side, or refer us to the precise document and page number(s) on which the requested information may be found.

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1. Please identify the source of funding for your procurements.

- ☐ Federal  
☐ Local or state  
☐ Both (federal and local)

2. a. Which local and/or state statute(s) are your procurements primarily governed by?  
Please indicate the relevant articles and sections.

b. If your agency receives federal funds, are those procurements subject to federal guidelines?

- ☐ No  
☐ Yes (If yes, please specify the federal statutes.)

3. Does your agency follow different procurement practices for federally and locally funded procurements?

- ☐ No  
☐ Yes *If yes, please copy this survey and provide responses for both.*  
Please indicate which category this survey form applies to:

- ☐ Local only  
☐ Federal only

11. Is there usually a pre-bid conference? If yes, is it mandatory?
12. a. For what percentage of your procurements was only one firm solicited for a bid?
- b. Please describe the criteria under which this type of procurement is made (e.g., emergency conditions, type of service, size of contract, etc.).
13. What other methods of source selection does your agency use?
14. In your opinion, describe the most important factors that determine a firm's capability and capacity to perform work. Please denote (1) for very important, (2) for somewhat important, and (3) for not important.
- \_\_\_ Local presence
  - \_\_\_ Work experience
  - \_\_\_ Bonding/insurance capacity
  - \_\_\_ Staff qualifications
  - \_\_\_ Number of permanent employees
  - \_\_\_ Quality controls
  - \_\_\_ Other factors (Please specify any other key factors):
- 
- 
15. Please identify the formal and informal methods used most often to advertise and identify firms for supplying services handled by your agency.
- \_\_\_ Send RFP/RFQs to firms that had previously bid or requested RFP/RFQs.
  - \_\_\_ Send RFP/RFQs to firms that had requested that they be placed on a master bidders list.
  - \_\_\_ Advertise in general circulation newspapers. Please list the newspapers.
  - \_\_\_ Advertise in newspapers targeted to minorities and/or women. Please list the usual newspapers.
  - \_\_\_ Advertise in trade papers/journals.
  - \_\_\_ Notify minority and/or women business organizations.

- b. What are the most pertinent criteria used in the selection process? Please list in order of importance.
- c. What are the most common reasons for eliminating firms during the selection process (e.g., Why were they deemed non-responsive and/or non-responsible)?
22. Do prime contractors need approval to hire or change subcontractors after award? If so, how is that approval obtained?
23. Describe the process for changing the scope or dollar amount of a contract.
24. a. Describe any efforts your agency has made to involve HUBs (Historically Underutilized Businesses).
- b. Are RFP/RFQs automatically sent to HUBs?
- \_\_\_\_\_ Yes  
\_\_\_\_\_ No
- c. What formal or informal efforts are made to persuade primes to use HUB subcontractors?
25. Please feel free to provide us any comments or information that you believe would help us understand how your agency handles procurements.



**STATE OF TEXAS  
SERVICES PROCUREMENT SURVEY**

**State of Texas  
Services Procurement Survey**

The purpose of this survey is to gather information on the procurement practices of the State of Texas. Please attach additional pages when necessary and include any agency guidelines or manuals when appropriate. If you are unable to provide the additional materials that are requested in this survey at the present time, please indicate so and have them available at the time of interview.

**Please identify yourself:**

**Name:**

**Title:**

**Agency:**

**Phone Number:**

The following questions pertain solely to the procedures followed for awarding service contracts other than professional services during FY89-FY93. Although we realize that some of this information can be obtained from your procurement manuals or other written guidelines, we would greatly appreciate it if you would provide detailed written answers. The manuals would be used to clarify any written responses. If the answer extends beyond the space provided, please use the reverse side, or refer us to the precise document and page number(s) on which the requested information may be found.

\*\*\*\*\*

1. Please identify the source of funding for your procurements.
  - ☐ Federal
  - ☐ Local or state
  - ☐ Both (federal and local)
  
2. a. Which local and/or state statute(s) are your procurements primarily governed by? Please indicate the relevant articles and sections.  
  
b. If your agency receives federal funds, are those procurements subject to federal guidelines?
  - ☐ No
  - ☐ Yes (If yes, please specify the federal statutes.)
  
3. Does your agency follow different procurement practices for federally and locally funded procurements?
  - ☐ No
  - ☐ Yes *If yes, please copy this survey and provide responses for both. Please indicate which category this survey form applies to:*

State of Texas  
Services Procurement Survey

- b. What percent of the number of respondents are usually deemed qualified?
10. How much time is there usually between the issuance of an RFP/RFQ and the due date?
11. Is there usually a pre-bid conference? If yes, is it mandatory?
12. a. For what percentage of your procurements was only one firm solicited for a bid?
- b. Please describe the criteria under which this type of procurement is made (e.g., emergency conditions, type of service, size of contract, etc.).
13. What other methods of source selection does your agency use?
14. In your opinion, describe the most important factors that determine a firm's capability and capacity to perform work. Please denote (1) for very important, (2) for somewhat important, and (3) for not important.
- \_\_\_\_\_ Local presence
- \_\_\_\_\_ Work experience
- \_\_\_\_\_ Bonding/insurance capacity
- \_\_\_\_\_ Staff qualifications
- \_\_\_\_\_ Number of permanent employees
- \_\_\_\_\_ Quality controls
- \_\_\_\_\_ Other factors (Please specify any other key factors):
- \_\_\_\_\_
- \_\_\_\_\_

15. Please identify the formal and informal methods used most often to advertise and identify firms for supplying services handled by your agency.

Send RFP/RFQs to firms that had previously bid or requested RFP/RFQs.

Send RFP/RFQs to firms that had requested that they be placed on a master bidders list.

Advertise in general circulation newspapers. Please list the newspapers.

State of Texas  
Services Procurement Survey

21. The following questions refer to the selection process that takes place after proposals are received.
- a. How is the selection committee chosen? Describe the kinds of individuals who serve on a typical committee.
  - b. What are the most pertinent criteria used in the selection process? Please list in order of importance.
  - c. What are the most common reasons for eliminating firms during the selection process (e.g., Why were they deemed non-responsive and/or non-responsible)?
22. Do prime contractors need approval to hire or change subcontractors after award? If so, how is that approval obtained?
23. Describe the process for changing the scope or dollar amount of a contract.
24. a. Describe any efforts your agency has made to involve HUBs (Historically Underutilized Businesses).
- b. Are RFP/RFQs automatically sent to HUBs?  
☐ Yes  
☐ No
  - c. What formal or informal efforts are made to persuade primes to use HUB subcontractors?

**STATE OF TEXAS  
PURCHASING PROCUREMENT SURVEY**

The purpose of this survey is to gather information on the procurement practices of the State of Texas. Please attach additional pages when necessary and include any agency guidelines or manuals when appropriate. If you are unable to provide the additional materials that are requested in this survey at the present time, please indicate so and have them available at the time of interview.

**Please identify yourself:**

**Name:**

**Title:**

**Agency:**

**Phone Number:**

The following questions pertain solely to the procedures followed for awarding purchasing contracts during FY89-FY93. Although we realize that some of this information can be obtained from your procurement manuals or other written guidelines, we would greatly appreciate it if you would provide detailed written answers. The manuals would be used to clarify any written responses. If the answer extends beyond the space provided, please use the reverse side, or refer us to the precise document and page number(s) on which the requested information may be found.

\*\*\*\*\*

1. Please identify the source of funding for your procurements.

- ☐ Federal
- ☐ Local or state
- ☐ Both (federal and local)

2. a. Which local and/or state statute(s) are your procurements primarily governed by?  
Please indicate the relevant articles and sections.

b. If your agency receives federal funds, are those procurements subject to federal guidelines?

- ☐ No
- ☐ Yes (If yes, please specify the federal statutes.)

3. Does your agency follow different procurement practices for federally and locally funded procurements?

- ☐ No
- ☐ Yes *If yes, please copy this survey and provide responses for both.*  
Please indicate which category this survey form applies to:

- ☐ Local only
- ☐ Federal only

10. For procurements put out for competitive bid, how much time is there usually between issuance of a bid request and due date?
11. How many bids are usually requested by your agency's buyers per procurement request? When does this number vary and why?
12. a. Does your agency have a requirement to award all purchasing contracts to the lowest responsive and responsible bidder?
- ☐ Yes  
☐ No
- b. List the key factors that determined whether a firm was responsive and responsible (in order of importance).
- c. What are the most common reasons for not awarding a contract to the lowest bidder (i.e., Why was the firm deemed non-responsive and/or non-responsible)?
13. a. Please describe the criteria under which purchase requests are solicited by only one firm (e.g., emergency conditions, type of service, size of contract, etc.).
- b. What is the approval process for these procurements?
14. In your opinion, describe the most important factors that determine a firm's capability and capacity to perform work. Please denote (1) for very important, (2) for somewhat important, and (3) for not important.
- ☐ Local presence  
☐ Work experience  
☐ Financial/insurance requirements  
☐ Number of permanent employees  
☐ Other factors (Please specify any other key factors):
- 
-

19. Does your agency ever provide assistance to firms who are unable to meet some of the above requirements? If yes, please explain.
20. a. Describe any efforts your agency has made to involve HUBs (Historically Underutilized Businesses).
- b. Are bid requests automatically sent to HUBs?
- \_\_\_\_\_ Yes  
\_\_\_\_\_ No
21. Please feel free to provide us any comments or information that you believe would help us understand how your agency handles procurements.



## EXHIBIT C